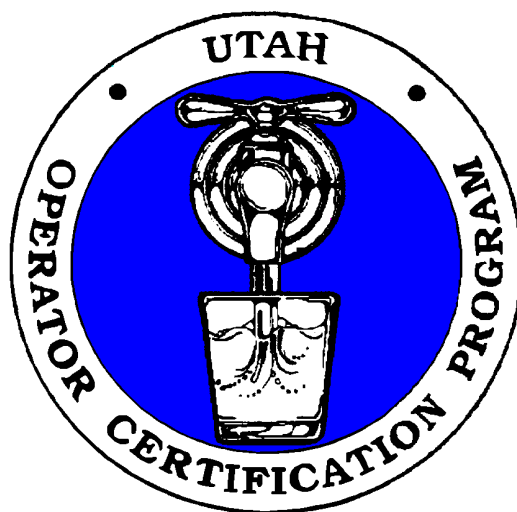


State of Utah  
Department of Environmental Quality  
Division of Drinking Water

# Utah Water Operator Certification Program



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# FOREWORD

The Utah Drinking Water Board takes great pride in our program to certify operators of public drinking water systems. We hope that the information contained in this brochure assists you to understand and appreciate this basic public health program.

Utah's Operator Certification Program progressed from a *voluntary* to a *required* certification system in 1983 with the passage of amendments to the Utah Safe Drinking Water Act by the Utah Legislature. Rules concerning the certification of drinking water system operators within the state have been written, reviewed, revised, approved and implemented. These rules detail the requirements for, and the renewal of, certification.

The Utah Drinking Water Board appreciates the genuine hard work of the Operator Certification Commission, Division of Drinking Water staff, and the drinking water system operators and managers throughout Utah. Through our combined efforts, program implementation has been smooth and most impressive.

Thank you for your continued support of the program and your dedication to safe drinking water.

Utah Drinking Water Board

***Utah Department of Environmental Quality, Drinking Water Board members:***

*Paul Hansen, Chair*

*Betty Naylor, Vice Chair*

*Brett Chynoweth*

*Tage I. Flint*

*Roger G. Fridal*

*Brad Johnson*

*David L. Sakrison*

*David K. Stevens*

*Mark Stevens*

# Key Features of the Utah Operator Certification Program

- The Utah Operator Certification Rules are established to promote use of trained, experienced, and efficient personnel in charge of public waterworks and to establish standards whereby operating personnel can demonstrate competency to protect the public health through proficient operation of waterworks facilities.
- Utah's Operator Certification Program is authorized by Section R309-105-11 of the Utah Public Drinking Water Rules. The rules state that "All community and nontransient-noncommunity water systems or any public system that employs treatment techniques for surface water or ground water under the direct influence of surface water shall have an appropriately certified operator. Refer to Section 309-300, Certification Rules for Water Supply Operators, for specific requirements."
- All public drinking water systems within the state of Utah have been assigned a complexity level (I, II, III, IV) and discipline (Treatment or Distribution) for the certification requirements of their operators. Any operator who makes independent decisions that affect the sanitary quality, safety, and adequacy of the water to their system will need to be certified to the grade of the system.
- Attendance at approved training such as workshops, seminars, classes, etc., is required for the renewal of certificates every three years.
- When an operator who is "in charge" of a drinking water system leaves that particular employment, the water system management or city/town council must notify the Operator Certification Program of this change within 10 days of the operator's departure, and replace the departing operator with an appropriately certified operator within one year.
- Should several neighboring drinking water systems wish to work together, they may hire a "regional operator" who may be "in charge" of several drinking water systems; thereby, reducing the costs of having a certified operator for each drinking water system.
- Should someone other than an operator, or an individual who is seeking employment with a Utah drinking water system (consultants, design engineers, salespersons, etc.), wish to become certified, they may take the certification examination and be issued a "Specialist Certificate." This certificate does not allow a "Specialist" to actually operate a drinking water system.
- The Operator Certification Program [ONLINE SERVICES](#) offer all forms and applications needed for examination, renewal, conversion, reciprocity, reinstatement, CEU submittal, and citizenship verification. Fees are payable online with a credit card.
- Internet ONLINE testing is available year-round by appointment only. Contact the Rural Water Association of Utah at 801-756-5123 for more information about fees and locations.

FOR MORE INFORMATION about this program, or to obtain copies of program forms, contact the Division of Drinking Water at (801) 536-4200.

# How Do I Become A Certified Operator?

By Utah law, all community and nontransient noncommunity water systems or any public system that employs treatment techniques for surface water or ground water under the direct influence of surface water shall have an appropriately certified operator in direct responsible charge of the system.

If you are an individual looking for employment within the drinking water industry in the state of Utah, you may become certified as an operator.

The only way to become certified is by taking a written exam, an internet online exam or an oral exam, or currently be certified as an operator in another state and apply for reciprocity. Certification is divided into two disciplines:

**Distribution:** There are five grade levels within the distribution discipline (small system, and I, II, III, IV)

**Treatment:** There are four grade levels within the treatment discipline (grades I, II, III, IV).

## DETAILED BREAKDOWN OF EXAMINATION COVERAGE

The examinations offered in water distribution and water treatment can be categorized according to the level of ability and competency of the operator expected to take these exams.

**Small System** - This level is for persons running a very small system with a population of 25-500. A volunteer or elected official usually runs these community or nontransient noncommunity systems.

**Grade I** - This level is for persons running small systems or slow-sand filter, reverse osmosis, or similar types of small treatment facilities.\* The operator at this level in a larger system will generally be closely supervised.

**Grade II** - This level is for persons running a system with a population of 1,500 to 5,000, or small package-type treatment plants.\* This corresponds to a "lead" level position. Through experience and education, the operator has demonstrated himself independently competent in most basic tasks.

**Grade III** - This level is for persons running a system with a population of 5,000 to 20,000 or medium size treatment plants.\* This corresponds to a "journeyman" level position and the person generally supervises and instructs others. They can, without direct supervision, operate and maintain all but the most complex systems.

**Grade IV** - This level is for persons running a system serving over 20,000 population or large treatment plants or plants with complex operational processes.\* This level corresponds to the highest level currently available under the Utah program. It identifies that the person has demonstrated knowledge of the most complex portions of water system operation. The Grade IV operator routinely supervises work crews or groups of work crews. Budget preparation is frequently a duty. It is assumed that a person certified at this level has enough experience and education to operate any other water system serving more than 20,000 people, in compliance with the Utah Public Drinking Water Rules and laws of the state of Utah.

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\*Treatment plants are rated on population served, degree of treatment, and complexity of operational processes.

## **HOW TO APPLY FOR A WRITTEN EXAM**

The operator certification exams are offered twice a year, in the months of April and November, at 16 sites throughout the state of Utah. (Note: The Rural Water Association of Utah (RWAU) sponsors additional exams in the Spring and Fall in conjunction with their annual conferences. NOTE: RWAU also offers **internet online testing** throughout the year by appointment only.

To apply for participation within a written exam cycle, you need to submit an official exam application on or before the application deadline. The application must include the exam fee of \$100.00. Late applications and applications received without the required fee will not be accepted.

After your application is processed, you will receive a confirmation letter containing the exact date, time and location of the exam, and the items you will need to have with you during the exam.

The exam contains 100 multiple-choice questions. You will be tested on the following drinking water-related subjects: Math, operation and maintenance, pumps, chemical feed, rules, safety and security. You will be given three hours to complete the exam. A score of 70 is required to pass the exam.

Certain experience requirements need to be met to obtain an "unrestricted" certificate. If you do not meet these requirements or if you are new in the drinking water industry, and you pass the exam, a "restricted" certificate will be issued. A "restricted" certificate signifies that you have passed the exam, but you lack the experience required by the Operator Certification Rules.

Upon successful completion of the exam you will be notified in writing of your score and will be issued a certificate indicating the discipline and grade level.

This certificate will be active for a three-year period. A renewal notice, in the form of a postcard, will be sent out three to six months prior to the expiration date of your certificate. The Utah Operator Certification Rules require that CEUs (continuing education units) be acquired by the operators to enable the certificate to be renewed.

Individuals with special needs must schedule a separate, private exam date and time. "In compliance with the American Disabilities Act, individuals with special needs (including auxiliary communicative aids and services) should contact Ashley Nelsen, Office of Human Resources, at: (801) 536-4412, TDD (801) 903-3978, at least five working days prior to the scheduled meeting."

Division of Drinking Water  
Operator Certification Program  
195 North 1950 West - P.O. Box 144830  
Salt Lake City, Utah 84114-4830  
Phone: 801-536-4200  
Fax: 801-536-4211  
E-mail: [djacobo@utah.gov](mailto:djacobo@utah.gov) OR  
[kdyches@utah.gov](mailto:kdyches@utah.gov)  
Website: <http://www.drinkingwater.utah.gov>

# Nervous About the Certification Exam?

## We Can Help

### Training Information Online

There are several self-paced courses available, as well as formal organized training by the Rural Water Association, American Water Works Association, Utah Valley State College, Water Environment Association of Utah, and the Division of Drinking Water.

- A water operator training calendar is available online:  
<http://www.calendarwiz.com/calendars/calendar.php?crd=uwwtccal&>
- For more training information go to:  
<http://www.deq.utah.gov/Certification/certification/drinkingwater/certsysoperator.htm>

### Lending Library

There is also a library available for your use at our office. We have reference books, state rules documents, videos, CDs and DVDs for water system personnel and anyone preparing for the certification exam. By filling out a library application and displaying your driver license, you can borrow these items at no charge.

If you have questions about training or training material, please contact the Operator Certification Program staff at (801) 536-4200.



Check out the  
**LENDING LIBRARY**  
Call the Operator Certification Program staff  
at (801) 536-4200 for details

# What Are Continuing Education Units (CEUs)?

The Operator Certification Rules define a CEU as "...Ten contact hours of participation in, and successful completion of an organized and approved continuing education experience with responsible sponsorship, capable direction, and qualified instruction."

In order to ensure that the certified operators within the state remain abreast of the technological advances within our water industry, CEUs are required in order for the operators to renew their certificates. This includes operators holding "Grandparent" certificates.

The Operator Certification Rules specify the number of CEUs required per grade for renewal:

<u>Level of Certification</u>	<u>CEUs required within a three-year period</u>
Small System	2.0
Grades I and II	2.0
Grades III and IV	3.0

There is no distinction between distribution and treatment disciplines when it comes to CEUs, only the grade of the certification the operator currently holds.

CEUs can only be acquired by attending pre-approved workshops, seminars, training, and classes which have been designed to keep the operator abreast of current water supply practices as well as all new changes within the regulations and industry standards. An attendance roster from these workshops is sent to the Operator Certification Program for entry into the computer base for tracking purposes.

Upon receiving an "application for renewal," the Division of Drinking Water's computer is checked to make sure enough CEUs have been acquired by the operator to enable him to renew his certificate. If that operator lacks sufficient CEUs, the renewal of certification will be denied.

Individual CEU records for certified operators are available at the Division of Drinking Water office. Contact the Operator Certification Program staff to request your free operator record. Operator records are also available to view online at: [http://www.drinkingwater.utah.gov/opcert\\_ceus.htm](http://www.drinkingwater.utah.gov/opcert_ceus.htm)

## Earn CEUs Online

Certified operators can view online screencasts on the DDW [Training Screencasts](#) web page and take a short quiz to earn CEUs. After you take the test you will get an email with the pass/fail result, the amount of CEUs awarded, and your operator certification number and system number. The Rural Water Association of Utah has made this online training possible. Open the RWAU web page at [www.rwau.net/CEUsAvailable.html](http://www.rwau.net/CEUsAvailable.html) and select "Register For DDW Screencast Quizzes"



# Operator Certification Commission

The Operator Certification Commission consists of seven members, which includes higher education representatives, a treatment operator, a distribution operator, a service district representative, a metropolitan water district representative, and a rural water system representative. These seven people make decisions such as what topics you, as an operator, will be tested on; when the test will be issued; how the program will be managed; how the program will operate; and how your exam fees and renewal fees will be spent to support the Operator Certification Program.

This commission is also the body that will hear all operator appeals, and will initiate any compliance activities for enforcement of the rules concerning certified operators. This commission also proposes rules, modifications, changes, and interpretation of the rules by which operators must abide. These rules, following the public hearing process, are actually adopted by the commission.

## *Operator Certification Commission members:*

*Mark Clark, Chair*  
*Bart Simons, Vice-Chair*  
*James Callison*  
*David Stevens*  
*Brett Chynoweth*  
*Quinn Fenton*  
*Gary Larsen*  
*Kim Dyches, Secretary*

# **Utah Operator Certification Rules**

## **Rule 309-300 Summary**

### **Summary**

These rules cover the certification of water system operators.

### **Coverage**

The rules apply to all community and non-transient non-community drinking water supply systems serving more than 25 individuals, and all public drinking water systems that utilize surface water sources or groundwater under the direct influence of surface water.

### **General**

There are two classifications of certified operators: a) Certified operators are individuals who are actively involved in operating public water systems, and b) Certified water specialists are those involved with the water industry but not actively involved with operating a public water system. Distribution system or treatment plant managers are required to be certified at the grade of the waterworks system with an appropriate unrestricted certificate. All other direct responsible charge (DRC) operators shall be certified at the classification of the water system. Where 24-hour shift operation is used or required, one operator per shift must be certified at the classification of the system operated.

When a system required to have a certified operator finds itself without one, they must obtain an appropriately certified operator within one year, or four examination cycles, whichever is longer. An operator who is acting as the DRC operator for more than one drinking water system shall not be a Grandparent certified operator. A regional operator must have an unrestricted certificate equal to or higher than the grade and discipline of the rating applied to each system he is operating.

### **Examinations**

All examinations shall be given twice a year, generally at each of 15 district health department offices and a Salt Lake City location. If an operator taking the examination fails to pass, he/she may file an application for reexamination. The minimum passing grade for all examinations shall be 70 percent. An individual who has failed to pass two consecutive written examinations of the same discipline and grade may apply to take an oral examination. Examinations will be offered in four grade levels for water treatment and five grade levels for water distribution, covering: a) general water supply knowledge, b) control processes and disinfection in water treatment or distribution, c) operation, maintenance, pumps, safety/security, and emergency procedures, d) proper record keeping, and e) rules, requirements, math and water quality standards.

### **Certificates**

A restricted certificate will be issued to those operators who have passed a higher grade examination than the grade for which they have qualified for by experience. Upon accumulating the necessary experience, these restricted certificates will become unrestricted with the same renewal date. Grandparent certificates will be restricted to the person, position, and water system for which they were issued. Water specialist certificates will be issued to those persons who have met the experience requirements and have successfully passed the written examination. An individual who currently holds a valid certificate and who is no longer directly employed by a Utah drinking water system may request his certificate be converted to a water specialist with the same expiration date.

## *Utah Operator Certification Rules (continued)*

All certificates will expire on December 31, three years from the year of issuance. Failure to remain active in the waterworks can result in denial of certificate renewal. Reinstatement or renewal of a lapsed certificate may occur by payment of the fee and/or passing an examination. Renewal of a lapsed certificate may occur without examination within 6 months of the expiration date. Reinstatement of a lapsed certificate may occur by appealing to the Commission within one year after the 6-month grace period. Training, experience, education and progress made since the certificate lapsed will be considered in the reinstatement process.

### **Certificate Suspension and Revocation Procedures**

The following may be grounds for suspending or revoking a certificate: a) demonstrated disregard for the public health, b) falsification of data, or c) cheating on a certification examination. Any suspension or revocation may be appealed to the Drinking Water Board by filing a request for a hearing with the Executive Secretary.

### **Facility Classification System**

#### **WATER TREATMENT CLASSIFICATION**

Grade Level:	1	2	3	4
Population Served:	1,500 or less	1,501 - 5,000	5,001 - 15,000	over 15,000

#### **DISTRIBUTION CLASSIFICATION**

Grade Level:	Small System	1	2	3	4
Population Served:	25 - 500	501 - 1,500	1,501 - 5,000	5,001 - 15,000	over 15,000

### **CEUs and Approved Training**

The following CEUs shall be obtained by a certificate holder every three years before the individual's certificate can be renewed. Ten hours of approved water-related training equals 1 CEU.

<u>Classification</u>	<u>CEUs required in a 3-year period</u>
Small System	2 CEUs
Grades I and II	2 CEUs
Grades III and IV	3 CEUs

### **Non-compliance with Certification Program**

After appropriate consideration by the Commission, cases of non-compliance will be referred to the Drinking Water Board for appropriate enforcement action.

### **Operator Certification Program Fees - Effective July 1, 2006**

Record application . . . . .	none
Examination (all grade levels) . . . . .	\$100.00
Renewal of certificate . . . . .	\$100.00
Reciprocity . . . . .	\$100.00
Reinstatement of lapsed certificate . . . .	\$200.00

**Minimum Qualifications for Certification**

MINIMUM REQUIRED QUALIFICATIONS FOR  
UTAH WATERWORKS OPERATORS

Certification Grade (Both Distribution and Treatment)	EDUCATION				EXPERIENCE	
	Degree	Associate Degree	High School	Non-High School	DRC Years	Total Years
4	X				2	4
		X			2	6
			X		4	8
				X	5	10
3	X				1	2
		X			1	2
			X		2	4
				X	3	6
2	X				0	2
		X			0	2
			X		0	2
				X	0	3
1 and Small System	X				0	1
		X			0	1
			X		0	1
				X	0	1

MINIMUM REQUIRED QUALIFICATIONS FOR  
UTAH WATER SPECIALISTS

Certification Grade (Both Distribution and Treatment)	EXPERIENCE	
	"Hands On" (Years)	Design or Associated (Years)
4	8	10
3	4	8
2	2	4
1 and Small System	0	0

## Division of Drinking Water - Operator Certification Program 2016 Schedule for Written and Online Exams

ATTENTION ALL WATER SYSTEM OPERATORS AND MANAGERS, AND ANYONE SEEKING EMPLOYMENT IN THE WATER INDUSTRY. Utah's Department of Environmental Quality, Division of Drinking Water (DDW), is offering operator certification written exams for water distribution and treatment systems. All grade levels, including small systems, will be offered:



- **April 14, 2016**, at 16 Utah exam sites (see *Application for Written Exam* for list of cities). Application deadline: March 24, 2016.

- **November 10, 2016**, at 16 Utah exam sites (see *Application for Written Exam* for list of cities). Exam application deadline: October 20, 2016.

### How to register for a written exam

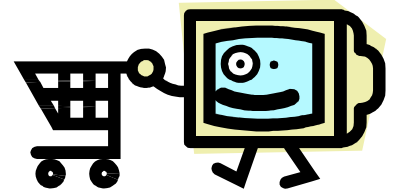
Fill out an official exam application and mail it, along with the \$100.00 fee, to: Division of Drinking Water, Operator Certification Program, 195 North 1950 West, P.O. Box 144830, Salt Lake City, Utah 84114-4830. Make the check or money order payable to the "Division of Drinking Water" or "DDW"

The exam application and fee must arrive at the Division of Drinking Water office on or before the deadline listed on this announcement. Applications and fees received after the deadline will not be accepted. A confirmation letter about your exam reservation will be mailed to you. If you do not receive your confirmation letter, please contact Dawnie at DDW to make sure your application was received. Dawnie: telephone 801-536-4200; e-mail [djacobo@utah.gov](mailto:djacobo@utah.gov).

### Apply for a written exam at the DDW website's shopping cart:

[www.deq.utah.gov/FeesGrants/fees/drinkingwater/shoppingcart.htm](http://www.deq.utah.gov/FeesGrants/fees/drinkingwater/shoppingcart.htm)

You may use the "Shopping Cart" system to submit the application online and pay the fee with a credit card. The system will accept Visa, Master Card, American Express, and Discover, or you can pay by Virtual Check. Please submit your application and payment by the deadline so that your exam booklet and seat can be reserved. If you have questions or need assistance, call the DDW staff at 801-536-4200 or send email to [djacobo@utah.gov](mailto:djacobo@utah.gov).



### Additional Exam Dates and Training (Contact RWAU)

The Rural Water Association of Utah (RWAU) will sponsor a written certification exam in conjunction with their Spring and Fall training conferences. **IMPORTANT** ► Individuals taking the RWAU-sponsored exam must submit the special RWAU exam application and \$100.00 fee directly to the RWAU office at 76 East Red Pine Drive, Alpine, Utah 84004-1557. For more information, contact Shantell Cummins at 801-756-5123.

► Exam date: March 4, 2016 (St. George City). Exam application deadline: February 12, 2016

► Exam date: September 1, 2016 (Layton City). Exam application deadline: August 11, 2016

**ONLINE TESTING is available year-round by appointment only.** To schedule a State of Utah online certification exam, contact Shantell Cummins at RWAU at telephone 801-756-5123. For more information about online testing and training, visit the RWAU website at <http://www.rwau.net>

Utah Division of Drinking Water  
Operator Certification Program  
**Application for Written Exam**

**Instructions:** To help us determine your operator status (restricted or non-restricted), please complete **all** sections. All correspondence will be mailed to you at the home address you provide on this page.

The exam fee is \$100.00. Applications submitted without a fee will not be processed. The application and fee must arrive at the Division of Drinking Water office by the deadline listed in the exam announcement. Applications received after the deadline will not be accepted. If you have questions or concerns, please call the Operator Certification Program staff at (801) 536-4200.

Make a check or money order payable to the "Division of Drinking Water" or "DDW." Do not send cash through the mail. Mail or hand-carry your application and fee to the Division of Drinking Water office at 195 North 1950 West, P.O. Box 144830, Salt Lake City, Utah 84114-4830.

You may apply for a written exam and pay the fee at the DDW website's Shopping Cart:  
**[www.deq.utah.gov/FeesGrants/fees/drinkingwater/shoppingcart.htm](http://www.deq.utah.gov/FeesGrants/fees/drinkingwater/shoppingcart.htm)** It's important to note that if you pay online before the deadline, please remember to e-mail, fax, or mail your completed application and payment receipt to the DDW office so that your name can be added to the exam reservation list. The DDW fax number is (801) 536-4211.

*Individuals with special needs must schedule a separate, private exam date and time. "In compliance with the American Disabilities Act, individuals with special needs (including auxiliary communicative aids and services) should contact Ashley Nelsen, Office of Human Resources, at: (801) 536-4412, TDD (801) 903-3978, at least five working days prior to the scheduled meeting."*

***Please print clearly or type***

Today's Date \_\_\_\_\_

Applicant's name (Mr. or Ms.) \_\_\_\_\_ Date of Birth \_\_\_\_\_

Certification # \_\_\_\_\_ E-mail address \_\_\_\_\_

Home address or PO Box # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_ Home phone \_\_\_\_\_

Employer or Water System name \_\_\_\_\_ Fax # \_\_\_\_\_

Address \_\_\_\_\_ Work phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

**CIRCLE GRADE LEVEL DESIRED**

Water Distribution Grade Levels  
(includes chlorination)

SS      1      2      3      4

Water Treatment Grade Levels  
(complete treatment of surface water)

1      2      3      4

*Definitions: SS - small system exam (for water systems serving a population of 25-500); **GRADE 1** (pop. <1,500); **GRADE 2** (pop. 1,501 to 5,000); **GRADE 3** (pop. 5,001 to 20,000); **GRADE 4** (pop. >20,000).*

**Exam date (month/day/year):** \_\_\_\_\_

## CIRCLE EXAM LOCATION DESIRED

(In the event of a location change, you will be notified by confirmation letter.)

Environmental Health Building  
85 East 1800 North  
Logan, Utah 84321

Southeast Utah District Health Dept.  
117 S. Main Street  
Monticello, Utah 84535

Utah County Health Department  
151 S. University Ave (Suite 2600)  
Provo, Utah 84601

Bear River District Health Dept.  
817 West 950 South (use south building)  
Brigham City, Utah 84302

Southeast Utah District Health Dept.  
28 South 1st East  
Price, Utah 84501

TriCounty Health Department  
133 South 500 East  
Vernal, Utah 84078

Central Utah Public Health Dept.  
160 North Main (Room 214)  
Nephi, Utah 84648

Utah State University Extension Office  
585 North Main, Suite 5  
Cedar City, Utah 84720

Wasatch City-County Health Dept.  
55 South 500 East  
Heber City, Utah 84032

Central Utah Public Health Dept.  
70 Westview Drive  
Richfield, Utah 84701

Southwest Utah Public Health Department  
620 South 400 East, Suite 400  
St. George, Utah 84770

Weber-Morgan District Health Dept.  
477 23rd St.  
Ogden, Utah 84401

Davis County Health Department  
22 South State (Room 2021/2023)  
Clearfield, Utah 84015

Summit County Public Health Department  
650 Round Valley Drive  
Park City, Utah

### **Rural Water Association Conference**

Please use the application provided by  
RWAU for the exams at the Dixie Center  
and the Davis Convention Center. Contact  
the RWAU staff for more information:  
RWAU telephone: 801-756-5123  
RWAU website: <http://www.rwau.net>

Department of Environmental Quality  
195 North 1950 West (see main floor receptionist)  
Salt Lake City, Utah 84116

Tooele County Health Dept.  
151 N. Main Street  
Tooele, Utah 84074

## CURRENT EMPLOYMENT

Current employer \_\_\_\_\_ Utah water system number \_\_\_\_\_

Your current job title \_\_\_\_\_ Total years with this employer \_\_\_\_\_

Total years as DRC\* operator with this employer \_\_\_\_\_ Are you a DRC\* operator now? Yes \_\_\_\_\_ No \_\_\_\_\_

Duties of current position:

\_\_\_\_\_  
\*DRC (Direct Responsible Charge) - DRC means active daily on-site charge and performance of operation duties. The person in direct responsible charge is generally an individual who independently makes decisions during normal operation which can affect the sanitary quality, safety, and adequacy of water delivered to customers. In cases where only one operator is employed by the system, this operator shall be considered to be in direct responsible charge. In cases where more than one operator is employed, more than one operator may be in direct responsible charge.

If you want credit as a Direct Responsible Charge (DRC) operator, fill out this section and have your supervisor sign below:

“Mr / Ms \_\_\_\_\_ has \_\_\_\_\_ total years of water system experience and \_\_\_\_\_ years as a \_\_\_\_\_ Direct  
(Treatment and/or Distribution)

Responsible Charge Operator with the

water system (Utah water system # \_\_\_\_\_).”

Supervisor's signature \_\_\_\_\_

Date

### PAST EMPLOYMENT

Experience gained by the operator as a Direct Responsible Charge operator, which is to be considered for use in the determination of restricted vs. unrestricted status, must be in the discipline of Treatment or Distribution of the certificate desired.

After completing this section, please fill out “Previous Water Industry Work Experience” on the next page.

“In **addition** to the experience noted above, I have \_\_\_\_\_ total years experience in  
\_\_\_\_\_ and \_\_\_\_\_ total years as a DRC Operator  
(Treatment and/or Distribution)

in other drinking water systems. I understand that all information may be verified at any time by the Operator Certification Program staff.”

Operator's signature \_\_\_\_\_ Date

### EDUCATION

What is the highest level of education you have completed?

GRADE SCHOOL \_\_\_\_\_ HIGH SCHOOL

COLLEGE GRADUATE:

___ Associate (2-year degree)	Major _____	Year _____
___ Bachelor (4-year degree)	Major _____	Year _____
___ Master (Post Graduate)	Major _____	Year _____
___ Doctorate	Major _____	Year _____



## **PREVIOUS WATER INDUSTRY WORK EXPERIENCE**

Employer's Name and Address:

Your job title:

Total years with this employer:

Total years as Direct Responsible Charge operator:

Job duties:

Supervisor's name:

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Employer's Name and Address:

Your job title:

Total years with this employer:

Total years as Direct Responsible Charge operator:

Job duties:

Supervisor's name:

## HOW TO REGISTER FOR A WRITTEN EXAM

Fill out the application form completely and return it, along with the \$100.00 exam fee, to the Division of Drinking Water (address listed below). Make the check or money order payable to the "Division of Drinking Water" or "DDW" and label it "certification exam fee."

You may apply for a written exam and pay the fee at the DDW website's Shopping Cart: **[www.deq.utah.gov/FeesGrants/fees/drinkingwater/shoppingcart.htm](http://www.deq.utah.gov/FeesGrants/fees/drinkingwater/shoppingcart.htm)** It's important to note that if you pay online before the deadline, please remember to e-mail, fax, or mail your completed application and payment receipt to the DDW office so that your name can be added to the exam reservation list. The DDW fax number is (801) 536-4211.

Please submit your exam application early! Applications received after the deadline will not be accepted. If you have questions or concerns, feel free to call the Operator Certification staff at (801) 536-4200.

*Individuals with special needs must schedule a separate, private exam date and time. "In compliance with the American Disabilities Act, individuals with special needs (including auxiliary communicative aids and services) should contact Ashley Nelsen, Office of Human Resources, at: (801) 536-4412, TDD (801) 903-3978, at least five working days prior to the scheduled meeting."*

Division of Drinking Water  
Operator Certification Program  
195 North 1950 West  
P.O. Box 144830  
Salt Lake City, Utah 84114-4830  
Telephone: (801) 536-4200  
Fax: 801-536-4211  
E-mail: [djacobo@utah.gov](mailto:djacobo@utah.gov)  
Website: <http://drinkingwater.utah.gov>

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### *(Office Use Only)*

	<i>Date</i>	<i>Name</i>	<i>Amount</i>	<i>E-Pay, Check, or M.O. Number</i>
<i>Examination fee received:</i>				
<i>Enter/Update in SARA/SDWIS:</i>			<b><i>Operator Status:</i></b> <i>Restricted</i>  <i>Unrestricted</i>	
<i>Certificate printed:</i>				
<i>Certificate mailed:</i>				





DEPARTMENT OF ENVIRONMENTAL QUALITY  
DIVISION OF DRINKING WATER  
PO BOX 144830  
SALT LAKE CITY UT 84114-4830

Return Service Requested

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